



Budgeting and Facilities

SC Department of Administration
Division of Facilities Management and
Property Services

Ashlie Lancaster
Director, Facilities Management and Property Services

What we do...

- The Division of Facilities Management and Property Services has the following responsibilities:
 - Property Services
 - Property Inventory, Property Sales, Leasing, Easements, Annexations
 - Facilities Management
 - Maintenance, Custodial, Horticulture, Safety, Parking, Capital Projects
 - State House Events

Budgeting for Facilities Needs

- State Owned Space
 - If you own your own facilities, you should think about:
 - Maintenance contracts
 - Energy increases
 - Upcoming capital replacements
 - If you are a tenant in Admin owned space:
 - Billable work orders
 - Excess energy increases

Budgeting for Facilities Needs

- Commercially Leased Space
 - Does your lease contain base rent and/or operating expenses escalations?
 - Is your lease expiring during the next FY and, if so, what can you expect in terms of new market rates for commercial space?

We are here to help...

- Admin's Real Property team works collaboratively with agencies, and we are here to help as you develop budget items.
- We have templates and experience to help agencies estimate costs around maintenance and operations, capital projects, and commercial leases.
- We are also a resource to help you navigate required approval processes.
- If you need assistance, please reach out to me at 803-737-9822 or Ashlie.Lancaster@admin.sc.gov.





QUESTIONS?

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